

## Program A: Executive Administration

Program Authorization: R.S. 39:1 et seq.; 39:101; 39:140; 39:321; 39:1485 et seq.; 39:1562; 39:1641 et seq.; 38:221 et seq.; 36:4; 41:1; 42:1261 et seq.; 49:141; 49:663.1; 49:954.1

### Program Description

The mission of the Executive Administration Program of the Division of Administration is to provide centralized administrative and support services to all state agencies and the state as a whole by developing, promoting, and implementing executive policies and legislative mandates. The goals of the Executive Administration Program of the Division of Administration are:

1. To ensure that the financial accounting and budgetary information is timely, consistently fully integrated, easily accessible and accurate.
2. To promulgate procedures for state agencies and institutions to purchase quality goods and services, and enter into legal and ethical contractual agreements, which demonstrate innovative and creative leadership.
3. To provide innovative leadership and implementation of sound management practices for the cost- effective deployment of appropriate information and communications technology.
4. The Comprehensive Public Training Program will lead state government efforts to provide effective training for state employees.
5. To coordinate and provide quality operational services utilizing sound management practices to provide for the maintenance of state facilities and lands in accordance with executive policy and legislative mandates.

The Administrative activity is composed of the following:

Commissioner's Office: The Commissioner's Office oversees and coordinates the activities of twenty-five sections within the Division of Administration. These sections perform a wide variety of legislatively mandated activities and other required functions of state government in keeping with the Commissioner's overall responsibility. The Commissioner's Office works through the various Divisions of Administration sections to encourage and implement sound management practices, to promote state government accountability, and to address the individual needs of all state agencies and employees. Planning and Budget: The Office of Planning and Budget (OPB) OPB has primary responsibility for implementation of performance-based budgeting in the Executive Branch of Louisiana state government. This includes budget-related services (such as long- and short-term financial analysis and operating budget development, monitoring, and control) and policy development, planning, accountability, and other management services (including the maintenance of a statewide performance database and integration of performance information into the budget development process. OPB staff represents the governor and commissioner of Administration on commissions, councils, task forces, and consensus estimating conferences; through the State Economist, the OPB provides revenue projections to the Revenue Estimating Conference. Legal: The Office of General Counsel provides quality, professional legal services to the commissioner of administration, his staff, and all sections of the Division of Administration, including provision of legal advice, as well as, legal representation in judicial and administrative forums. General Counsel staff also provides legal advice to other executive branch agencies regarding matters within the purview of the Division of Administration.

Contractual Review: The Office of Contractual Review (OCR) is charged by law with adopting rules and regulations for the procurement, management, control, and disposition of all professional, personal, consulting, social services, and cooperative endeavor agreements required by state agencies. The OCR decides all matters of policy relative to contracts in order to ensure that contracts for services are awarded and maintained in a uniform and equitable manner. Contracts received by the OCR are reviewed to ensure that they comply with laws and regulations, that funding is available, and that the proposed services are reasonable and advisable. The review process also ensures that a central record is maintained and that comparative statistics in the number and kinds of needed services can be developed for planning purposes.

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**Statewide Uniform Payroll System:** The Office of State Uniform Payroll provides user agencies with the capability to process employee compensation in an accurate, uniform, and timely manner through the operation and enhancement of the Statewide Human Resource Management System. The Office of State Uniform Payroll staff provides user agencies and their employees services including payroll training, employee payment, payment of payroll liabilities, centralized accounting of payroll liabilities and disbursements, and information regarding changes in federal and state laws relative to payroll processing.

**Statewide Reporting and Accounting Policy:** The Office of Statewide Reporting and Accounting Policy is both a service and control operation within the Division of Administration. The office has two sections: the Financial Management Reporting Section and the Financial Systems Section. The Financial Management and Reporting Section has primary responsibility for financial reporting services including preparation of the Comprehensive Annual Financial Report (CAFR), preparation of interim financial reports as required, and the negotiation of the Statewide Cost Allocation Plan. The Financial Systems Section has responsibility for statewide accounting services and control functions including assisting various agencies and commissions in resolving intricate and complex financial problems through the Help Desk, establishing statewide accounting policies and procedures, maintaining the statewide vendor file, and maintaining the Cash Management Improvement Act (CMIA) Agreement with the federal government.

**Comprehensive Public Training Program:** The Comprehensive Public Training Program (CPTP) is the only statewide training program for Louisiana state employees. The CPTP offers programs in management development and supervisory training, skills training for non-supervisory employees, and training in the use of microcomputer software packages. The CPTP offers a cost-effective method for providing training specific to the work environments of state government. Additionally, CPTP classes have an added advantage of being specifically designed to address current needs in state government. Through these training services, needed assistance is being provided to state government agencies in an effort to maximize their human resources.

**Finance and Support Services:** The Office of Finance and Support Services (OFSS) provides accurate and timely accounting services as well as support and financial management reporting to various offices and agencies within the Executive Department, the Division of Administration, the Board of Regents, the Board of Elementary and Secondary Education, the State Advisory Council for Vocational Education, and the State Police Commission. The office also provides similar services to the Louisiana Office Building Corporation, the Louisiana Office Facilities Corporation, the Louisiana Correctional Facilities Corporation, and to a wide range of programs and services funded under Schedule 20 of the General Appropriation Act. In addition, the office administers and controls the financial aspects of the Louisiana Equipment and Acquisition Fund. The DOA created a new Employee Administration (EA) Unit within the OFSS. The Office of Personnel Services (OPS) Operations Unit and two other OPS employees were merged with the Payroll Unit in OFSS to form the new EA Unit.

**Human Resources:** The Office of Human Resources provides a full range of personnel services in the areas of employee counseling, policy determination, training, and disciplinary action to more than 1,500 workers employed by the Division of Administration, the Office of the Governor, the Board of Regents, the Board of Elementary and Secondary Education, and the State Council on Vocational Education.

**State Purchasing:** The Office of State Purchasing is responsible for standardizing and procuring goods and services required by state agencies. This office issues contracts covering the majority of items required by agencies and political subdivisions as well as processes requisitions and orders for those items not covered by annual contracts. In addition to controlling costs, this office enables the state to reduce costs by realizing true economies of scale while ensuring that small and large agencies alike get the best pricing available. This office also serves an information and education function through its sponsorship and participation in educational seminars designed to assist agencies in understanding and utilizing the procurement code.

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**Facility Planning and Control:** The Facility Planning and Control (FPC) assists in the management of the state's finances and fixed assets by administering the state's comprehensive capital outlay budget process and implementing a comprehensive, centralized facility management program. The FPC is also responsible for analyzing capital outlay requests, contracting for the planning and construction of outlay requests, contracting for the planning and construction of projects, conducting periodic inspections, and disbursing funds. Through the implementation of a comprehensive, centralized facility management/asset management program, this office provides development and implementation of uniform standards for capital outlay projects; establishment of equitable, uniform space standards; maintenance of an accurate and comprehensive database of the state's fixed assets; avoidance of costly duplication of facility management systems; and provides access to a common database for a multitude of users.

**State Buildings and Grounds:** The Office of State Buildings is charged with managing, operating, and maintaining more than thirty public state buildings and the grounds that surround them. This charge includes ensuring that all buildings are safe, energy-efficient, comfortably cooled and heated, attractive, and properly maintained. This office provides security, custodial services, waste management, and repairs and renovations to facilities under its jurisdiction. This office is also responsible for ensuring the timely and proper maintenance of elevators.

**Electronic Services:** Formerly known as the Office of Data Base Commission, the Office of Electronic Services (OES) was created within the Office of Information Technology by Act 772 during the 2001 Legislative Session. OES provides citizen, businesses, and government electronic access to comprehensive state information and services. The Office maintains INFO Louisiana, the Louisiana Services Directory, Louisiana Database Catalog, Louisiana News, Louisiana E-Mall, electronic Announcements and Notifications, and the State Census Data Center.

**Computing Services:** Formerly known as the Office of Information Services, the Office of Computing Services (OCS) provides centralized data processing services and support to the Division of Administration and selected departments within the executive branch. OCS provides the operational support for statewide applications and shared hardware and software systems. OCS will provide consolidated management of facilities, hardware, software, operations, and technical support of Computing systems, as determined by the Chief Information Officer.

**Information Services:** The Division of Administration Information Services provides all information services to the sections of the Division of Administration. This includes traditional application development of large complex systems run on a mainframe computer, client server applications run on mid-range computer, Web-based applications as well as those on PC-based systems such as Access and Excel. This includes the entire life cycle of information systems from strategic planning, systems definition and planning, functional user requirement, technical systems design, detail design, systems development, unit and system testing, production support and maintenance. This includes Help Desk support to the users, as well as the appropriate level of training (both initial and ongoing) and user documentation. OIS manages two major categories of systems: statewide administrative systems (ISIS) and systems that are more internal to the DOA sections. Direct support is provided to the end users as well as the DOA control agencies. ISIS support is also provided for the other control agencies outside the DOA: for the financial system, the State Treasurer's Office and for human resources, the State Civil Service, and the State Police Commission.

**State Lands:** The Office of State Land strives to ensure the highest possible economic return from state lands and water bottoms while encouraging their maximum public utilization. The Office's responsibilities include: identifying, mapping, inventorying, and coordinating agency management of public lands and water bottoms; and selling or otherwise disposing of all properties no longer useful to the state, in accordance with state law. In fostering multiple utilization of the state's natural resources, the State Land Office must balance individual agency usage with land and timber management, surface and mineral leasing, rights-of-way, and subsurface agreements.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$44,436,415	\$45,804,023	\$46,758,787	\$51,236,824	\$54,551,737	\$7,792,950
STATE GENERAL FUND BY:						
Interagency Transfers	8,708,296	12,017,395	13,517,395	13,086,370	14,001,313	483,918
Fees & Self-gen. Revenues	9,064,302	15,942,734	15,942,734	19,764,509	18,180,647	2,237,913
Statutory Dedications	1,749,013	5,000,000	6,751,074	5,361,870	5,361,870	(1,389,204)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$63,958,026</b>	<b>\$78,764,152</b>	<b>\$82,969,990</b>	<b>\$89,449,573</b>	<b>\$92,095,567</b>	<b>\$9,125,577</b>
EXPENDITURES & REQUEST:						
Salaries	\$23,692,471	\$24,121,486	\$25,099,862	\$25,999,818	\$25,759,232	\$659,370
Other Compensation	490,378	417,613	267,613	267,613	267,613	0
Related Benefits	4,605,696	4,995,689	5,491,022	6,376,177	5,921,675	430,653
Total Operating Expenses	20,272,880	25,833,007	25,434,090	28,983,114	29,368,313	3,934,223
Professional Services	728,048	3,068,698	3,132,479	2,998,925	3,528,638	396,159
Total Other Charges	12,224,036	19,651,428	22,629,957	24,074,981	26,923,097	4,293,140
Total Acq. & Major Repairs	1,944,517	676,231	914,967	748,945	326,999	(587,968)
TOTAL EXPENDITURES AND REQUEST	<b>\$63,958,026</b>	<b>\$78,764,152</b>	<b>\$82,969,990</b>	<b>\$89,449,573</b>	<b>\$92,095,567</b>	<b>\$9,125,577</b>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	564	576	599	602	607	8
Unclassified	6	6	6	6	6	0
<b>TOTAL</b>	<b>570</b>	<b>582</b>	<b>605</b>	<b>608</b>	<b>613</b>	<b>8</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenue, Statutory Dedications and Federal Funds. Interagency Transfers are received from various state agencies for computer services training services, maintenance and utilities on state-owned buildings and LEAF payments. Fees and Self-generated Revenues are derived from the following: (1) rent from tenants in state-owned buildings; (2) loan payments from local governments from economic development loans; (3) fees on state land leases, and sale of maps and timber; (4) support services for ancillary agencies. Statutory Dedications are derived from the Louisiana Technology Innovation Fund created by Act 481 of the 1997 Regular Legislative Session, and the Deficit Elimination Fund. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.) Federal Funds are derived from the U.S. Department of Housing and Urban Development.

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Louisiana Technology Innovations Fund	\$1,749,013	\$5,000,000	\$6,751,074	\$5,000,000	\$5,000,000	(\$1,751,074)
Deficit Elimination Fund	\$0	\$0	\$0	\$361,870	\$361,870	\$361,870

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$45,804,023</b>	<b>\$78,764,152</b>	<b>582</b>	<b>ACT 12 FISCAL YEAR 2001-2002</b>
			<b>BA-7 TRANSACTIONS:</b>
\$954,764	\$2,705,838	0	Carry Forward BA-7
\$0	\$1,500,000	0	TANF funding for needs assessment
\$0	\$0	23	BA-7 increases the number of authorized positions in a reorganization of the agency.
<b>\$46,758,787</b>	<b>\$82,969,990</b>	<b>605</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$354,496	\$381,320	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$349,912	\$376,389	0	Classified State Employees Merit Increases for FY 2002-2003
\$30,743	\$36,041	0	Risk Management Adjustment
\$0	\$327,000	0	Acquisitions & Major Repairs
(\$40,235)	(\$676,231)	0	Non-Recurring Acquisitions & Major Repairs
(\$954,764)	(\$2,705,838)	0	Non-Recurring Carry Forwards
(\$47,272)	(\$47,272)	0	Legislative Auditor Fees
\$2,774,403	\$3,060,782	0	Rent in State-Owned Buildings
\$154,858	\$166,576	0	Salary Base Adjustment
(\$577,012)	(\$620,673)	0	Attrition Adjustment
(\$246,619)	(\$265,280)	0	Salary Funding from Other Line Items
\$0	\$427,231	0	Group Insurance Adjustment
\$9,111	\$9,111	0	Civil Service Fees
\$230,307	\$230,307	1	Workload Adjustment - Funding for the operation and maintenance of the North Central Plant. This is the estimated annual cost as the plant will be open for a full year in FY03.
\$0	\$596,326	0	Workload Adjustment - Funding for the operation and maintenance of the Poydras Building. The funding is for eleven months in FY03. The estimated annual cost is \$651,000.
\$0	\$214,085	0	Workload Adjustment - Funding for the maintenance of the Galvez Garage. This is the estimated annual cost as the garage will be open for a full year in FY03.
\$0	\$187,799	0	Workload Adjustment - Funding for the operation and maintenance of the Galvez Building. The funding is for one month in FY03. The estimated annual cost is \$2.3 million.
\$0	\$20,651	2	Workload Adjustment - Funding for the operation and maintenance of the Department of Environmental Quality Lab. The funding is for one month in FY03. The estimated annual cost is \$248,000.

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$369,390	\$369,390	0	Other Annualizations - Annualization of the LEAF cost to upgrade the payroll system. This is not in P1 as an annualization since the upgrade was not funded in FY02. The agency chose to upgrade with existing funds. The expenditure in FY02 is \$369,390. The annual cost is \$738,780.
\$53,670	\$53,670	0	Other Annualizations - Annualization of the LEAF payments for the upgrades for the ISIS-HR application servers. The expenditure in FY02 is \$75,138. The annual cost is \$128,808.
\$30,999	\$30,999	0	Other Annualizations - Annualize costs associated with training series positions
\$26,340	\$26,340	0	Other Annualizations - Annualization of the LEAF cost of equipment acquired for the Office of Electronic Services for the new portal to ensure access to state government as the demand increases. The expenditure for FY02 is \$26,340. The annual cost is \$52,680.
\$0	\$2,204,145	0	Other Annualizations - Annualize costs associated with the operation and maintenance of the Claiborne Building. The estimated annual cost is \$2.9 million
\$0	\$903,242	0	Other Annualizations - Annualize costs associated with the operation and maintenance of the La Salle Building. The estimated annual cost is \$2.2 million.
(\$1,000,000)	(\$1,000,000)	0	Other Non-Recurring Adjustments - Funding eliminated for the development and implementation of data warehouse.
\$0	(\$1,500,000)	0	Other Non-Recurring Adjustments - Funding completed for the TANF needs assessment.
\$0	(\$1,135,515)	0	Other Non-Recurring Adjustments - Funding for the operation and maintenance of the Education, Department of Natural Resources, and Old Mental Health Buildings.
\$1,500,000	\$1,500,000	0	Other Adjustments - Upgrade SAP/R3 software. The upgrade must happen in FY03 because the current version will no longer be supported by SAP in FY04.
\$775,547	\$775,547	0	Other Adjustments - Upgrade the mainframe for HR and application growth.
\$611,777	\$612,298	0	Other Adjustments - Funding for Capitol Security for the Claiborne Building, La Salle Building (Office of State Buildings), and Pentagon Barracks; plus security costs for the Capitol Building for the Executive Office and the Legislature.
\$526,733	\$526,733	0	Other Adjustments - Funding for increased utility costs for the State Capitol, Pentagon, Arsenal, and 1st Circuit Buildings.
\$467,517	\$467,517	0	Other Adjustments - Software, hardware, and equipment maintenance increases for the ISIS, SAP, computer, and various equipment in the DOA.
\$359,520	\$373,680	0	Other Adjustments - Increase in costs for the OTM server ports, data dial tone, departmental bandwidth, and access charges.
\$332,130	\$332,130	0	Other Adjustments - Funding for janitorial and grounds maintenance increases in the contract with Prison Enterprises.
\$155,000	\$155,000	0	Other Adjustments - Funding for one month maintenance of the DNR and Education buildings to allow the evacuation of the personnel and equipment.
\$95,000	\$95,000	0	Other Adjustments - Funding for the lease of the Hart property.
\$78,542	\$78,542	0	Other Adjustments - Funding for Civil Service reallocation adjustments
\$30,000	\$30,000	0	Other Adjustments - Increase in overtime for OPB for the increased workload due to performance and incentive awards requirements on the office.
\$14,616	\$15,166	0	Other Adjustments - Funding for training series adjustments

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GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$3,657	\$3,657	0	Other Adjustments - Funding for administrative law judge fees
\$0	\$2,182,144	0	Other Adjustments - Funding from other agencies for the Chief Information Officer and the Office of Information Technology to consolidate technology throughout the state to the extent possible.
\$0	\$100,000	0	Other Adjustments - Professional services contract for legal services pertaining to State Lands
\$0	\$61,571	0	Other Adjustments - Funding for the increase in the Comprehensive Public Training Program contract with LSU to provide training and technical assistance.
(\$87,341)	(\$104,003)	0	Other Adjustments - Group Benefits adjustment from EOB to FY03.
\$0	\$0	2	Other Technical Adjustments - Move two positions from the Auxiliary Account Program to the Executive Administration Program as part of a reorganization of the agency.
\$1,411,925	\$0	0	Net Means Of Financing Substitutions - The swap replaces \$1.4 million Fees and Self-generated Revenue with \$1.4 million State General Fund. This reverses the means of financing swap made in the Conference Committee during the 2001 Regular Session. This is funds generated by State Lands, which is not expected to generate enough funds to continue funding both State Lands' expenses and the non-State Land projects for the Division.
\$0	\$250,000	0	New and Expanded Adjustments - TANF funding for the oversight and evaluation of the TANF programs.
\$0	\$0	3	New and Expanded Adjustments - IT positions for the Office of Computing Services for statewide email. Funding will come from existing funding from the Chief Information Officer's budget.
<b>\$54,551,737</b>	<b>\$92,095,567</b>	<b>613</b>	<b>TOTAL RECOMMENDED</b>
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$54,551,737</b>	<b>\$92,095,567</b>	<b>613</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$54,551,737</b>	<b>\$92,095,567</b>	<b>613</b>	<b>GRAND TOTAL RECOMMENDED</b>

Provided, however, that of the funds appropriated herein, \$1,000,000 in State General Fund (Direct), be it more or less estimated, shall be used to pay the expenses associated with any move occurring within the Capitol Park Campus, including costs associated with any move occurring within the Capitol Park campus, including costs associated with moving contracts, information technology contracts, and any other service necessary for the relocation of state agencies.

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## PROFESSIONAL SERVICES

\$38,280	Raymond J. Brady, System Solutions Consulting - Funding to provide consulting services in areas related to the Consensus Estimating Conference.
\$46,500	Fred Sexton - Funding to direct an investigation of individual fault.
\$31,748	Legal - Funding for legal services as needed
\$81,354	CPA - Funding for accounting services for the Office of Facilities Corporation.
\$2,332	Other Professional Services the Office of Statewide Reporting and Accounting Policy for the design of the cover and the divider pages of the CAFR, proof read draft of the CAFR, Employee Relations Database Compilation Project, and transcription services.
\$2,250	Other Professional Services for Personnel for the Employee Relations Database Compilation Project and for transcription services.
\$23,249	DMG-Maximus - services pertaining to statewide accounting projects and billing rates determination for Office of Information Systems, and determining the effect of billing by Office of Risk Management on the federal participation and resolution of federal findings related the Office of Risk Management.
\$6,500	Other Professional Services - to provide interpretive services for hearing impaired State employees attending ISIS training, workplace violence, sexual harassment, and drug-free workplace seminars.
\$1,500,000	Other Professional Services for Integrated Statewide Information Systems contracts covering programming, analytical work, and other support services including updating the SAP software.
\$30,000	IBM - technical services contract support relating to collection and analysis of enhancing InfoLouisiana web site and Louisiana E-mail enhancements.
\$50,000	Bonnie Kemp - research and develop new and/or improve existing State Purchasing programs and to enhance training and office processes.
\$70,000	Professional Services for Facility Planning and Control for various building seminars.
\$70,000	Professional Services for State Buildings and Grounds for medical monitoring and for safety compliance with the EPA, OSHA, and DEQ.
\$1,000,000	IT Group, Inc. - scanning and archiving historical land title record documents for State Lands.
\$376,425	Other Professional Services for State Land for various duties including historical investigations and research, title research, and boundaries research.
\$100,000	Keyser and Associates - legal services pertaining to State Lands and water bottoms, boundaries, leases, cooperative endeavor agreements, servitudes, rights of way, public rights of use and access, sales and exchanges, analysis of maps, surveys, historic materials, and data pertaining to state and public rights, and to litigate such matters.
\$100,000	Other Professional Services for Information Technology special projects to assess the performance of IT systems and technology operations, performance measurement, benchmarking policies and procedures.
<b>\$3,528,638</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$6,489,037	Office of Information Services - Implementation of DOTD on ISIS HR and development contracts for work on ISIS.
\$2,182,144	Chief Information Officer and the Office of Information Technology - Funding from other agencies to consolidate technology throughout the state to the extent possible.
\$2,098,000	Office of Statewide Information Systems - Services enhancement contracts for support of ISIS.
\$1,000,000	Funding, more or less, for those state agencies relocating to state-owned buildings, including, but not limited to, costs associated with moving personnel and equipment, IT equipment, and office furniture, as necessary.
\$1,000,000	TANF contracts to conduct comprehensive needs assessment in the areas of child care, transportation, housing, and job skill for poor families; and to conduct training of case management/front line staff to more appropriately assess and deliver client services and referrals in response to actual clients needs.
\$862,460	Comprehensive Public Training Program (CPTP) - Services contract with Louisiana State University to provide training and technical assistant to CPTP. Conduct management development and general applicable skills for training state employees through a professional services contract with Louisiana State University's School of Vocational Education.
\$535,342	Office of Finance and Support - Funding to provide support services to the LA Racing Commission and the LA Board of Cosmetology.
\$350,000	Funding for IT Special Projects to implement the Technology Master Plan focusing on the Executive branch of government.
\$150,000	Commissioner's Office - Funding for expert witness fees in the organ allocation lawsuit
\$49,850	Commissioner's Office - Funding for the maintenance and promulgation of a Louisiana local government database
\$25,500	Office of Computing Services - Funding for a contract with DMG Maximus, Inc., to assist in updating the current cost allocation and charge back rate structure.
\$1,483	Office of Statewide Reporting and Accounting Policy - Funding for the Government Officers Association to perform a review of the state CAFR and for the Certificate of Achievement award.

**\$14,743,816 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$5,000,000	Louisiana Technology Innovations Fund created as a result of Act 481 of the 1997 Regular Session for the procurement of information technology and telecommunications systems and services
\$3,910,617	Rent and maintenance of state-owned buildings
\$1,436,913	Telecommunication Management charges
\$612,298	Department of Public Safety for Capitol Park security, including the Pentagon Courts and the State Capitol
\$547,721	Office of Risk Management insurance fees
\$188,554	State Buildings and Grounds major maintenance and repair auxiliary
\$180,000	Contractual services provided for Geological Information Systems services for the Data Base Commission
\$168,765	Legislative Auditor fees
\$98,656	Department of Civil Service fees
\$31,000	Department of Justice for the Office of Facility Planning associated with the Capital Outlay local projects

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## **OTHER CHARGES**

\$3,657	Administrative Law Judge fees
\$1,100	Department of State for microfilm services

<b>\$12,179,281</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
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<b>\$26,923,097</b>	<b>TOTAL OTHER CHARGES</b>
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## **ACQUISITIONS AND MAJOR REPAIRS**

\$76,999	Replacement and new office equipment and vehicles
\$250,000	State Land acquisitions
<b>\$326,999</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>